Advising students who have not yet declared a major is a rewarding experience. Not only are the students in need of assistance but, as they move towards their degree, they are increasingly grateful for it. Your role as an advisor and mentor in their academic work is essential in establishing standards, organizing individual study plans, and enabling your advisees to improve and enlarge their academic stature. Accordingly, the academic Deans and faculty depend as much upon your good service as do the students themselves.

Advising is an experience that enables faculty to broaden their intellectual life by learning about other departments and their programs of study, and to forward their professional career by becoming more familiar with the way the University works as an educational institution. Most importantly, an advisor meets with students, shares intellectual interests with them and, in doing so, can play a crucial role in their future lives at the University and even beyond.

To be an academic advisor is thus both an opportunity and a responsibility. And, though rewarding, it is not always easy work for there are many policies, rules, requirements and records that must be understood and considered. It is to help you with these important details that the Deans of the College have produced this handbook, which is best used in conjunction with the College’s web page: http://artsandsciences.virginia.edu/college/index.html. It is a distillation of our long, combined experience and it contains instructions, policies, procedures, etc. that are as up to date as possible.

Please remember that advising is teamwork. During the academic year, advisors and Deans work together with our students to help them satisfy the academic requirements of our faculty and to reach their academic goals. We cannot, nor should we, do our students’ thinking for them. Rather, we lay foundations and devise structures by which our students can grow of their own accord.

We thank you again for your willingness to advise students and welcome your suggestions.

The College Association Deans
Deans and Associations
All students in the College of Arts & Sciences are assigned to an Association with which they are affiliated for their entire time at the University (see pages vi-vii). Most Associations are named after the residence halls in which the students reside in their first year but three associations are not based on residence hall; these include Echols Scholars, Student-Athletes and Transfer Students. Student-athletes and transfer students do not live together; Echols Scholars do live together but their affiliation is because of their status rather than residence hall.

The Association Deans (all of whom have offices in the College of Arts & Sciences, Monroe Hall) oversee the academic life of all the students in the College. They each have specific advising responsibilities (as outlined above). While the Deans also have other academic responsibilities, such as teaching, they are readily available and responsive to any issues you might want to raise. Students may petition their Dean about any of the academic rules and regulations that govern the College and the University. In your role as advisor and/or faculty member you are encouraged to indicate on relevant petitions your assessment of the student’s request for relief from whatever policy or regulation is at issue.

Summer Orientation
During Summer Orientation, students attend a talk given by two of the Association Deans on College rules and requirements, course selection and the liberal arts. Following this talk, students break into groups of about 25 students with two Orientation Leaders (upper-class students), an Association Dean and a Faculty Advisor. Students spend approximately two hours reviewing requirements and building their fall course schedule. On the second day of Summer Orientation, students are placed into courses and leave Orientation with three courses plus a COLA, USEM, ELA or LASE course (if they choose). Students with priority enrollment enroll in up to 16 credits.

Faculty Advisors
Faculty Advisors are faculty members appointed by their Department Chairs to fulfill the traditional professorial responsibility of helping undergraduates make important decisions about their academic career at the University and the direction they will select for their life after University. An important part of advising involves being concerned for the students’ well-being by providing them with information upon which they can rely. This is not to say that advisors do a student’s thinking for them; rather, by providing students with knowledge based upon experience, the advisors enable them to make well-informed decisions on their own.

Upon arrival in the fall, all new students are assigned to a Faculty Advisor. The advisor will help the student finalize his/her course schedule and help design an academic plan. Students typically remain with the same advisor until they declare a major (typically at the end of the second year.) In addition, first-year students work with Senior Residents and Resident Assistants, all of whom reside with them in the dormitories.
In their first year, students fresh from high school are struggling to be independent and establish their own identity. The advisor should remain a respected mentor without overtones of intrusion or condescension. Some advisors may find it best to allow students time to make up their own minds before rescuing them and others may come to believe that it is more important for them to struggle to determine their own direction. Whichever approach is taken, it must not be forgotten that the College has strict rules for deadline, area requirements, and majors and minors. Thus, much pain and anxiety can be saved by explaining these rules right at the beginning and by reminding students that they are responsible for their academic record.

Faculty Advisors cannot know everything about all the courses and programs offered at the University, but should know where or to whom to refer their students. This is difficult for the first-year student to understand and it will be to your benefit to take some time to explain your role. Let students know that the role you play is radically different from that of their high school guidance counselor. Similarly, Faculty Advisors cannot be expected to know all of the details of the various services offered within the University such as Student Health, Counseling or Financial Aid. They should, however, know that such services exist; if they are unsure, they should always feel free to contact a student’s Association Dean at any time. The diagram on page ix illustrates the advising network in the College of Arts and Sciences. Students will be given this chart during Fall Orientation. If the opportunity arises, take some time to explain that while you are their faculty advisor, support and help can be found from a variety of sources.

Advising is not only a matter of selecting correct courses. Advisors will usually find their task made easier, and the outcome more satisfying to everyone, if they are willing to discuss what interests their advisees may have. This way they may come to understand their students’ motivation and be better able to suggest different directions the students may take.

**Fall Orientation**
The timetable for meeting first-year students includes a formal meeting with the Association Dean at which Faculty Advisors and Resident Staff will be introduced. These meetings will be held on Sunday, August 24 and Monday, August 25. Students should be reminded to keep notes of names, locations and telephone numbers, and to refer to the College’s undergraduate web pages for accurate information about College rules and deadlines. Stress to students that they should make use of office hours and e-mail to stay in touch with you and to meet with their instructors.

**Reimbursement**
Advisors are encouraged to host students in their homes or at the University’s Dining Service locations, University plays and musical performances. Limited funds are available for such expenses supported by receipts.
Key Links and Information for Faculty Advisors: 2015-2016

Getting Started

2015-16 Academic Calendar  
http://college.as.virginia.edu/2015-2016_calendar

Disability Statements  
Page 4, below

Deans and Associations  
http://college.as.virginia.edu/association-deans

College Administrative Support Staff  
http://college.as.virginia.edu/administrative-staff

For Advisors  
http://college.as.virginia.edu/for_advisors

General Academic Support  
http://college.as.virginia.edu/acad_support

Other Sources of Advising Help  
http://college.as.virginia.edu/other-sources-advising-help

Fall Orientation Schedule  

Connecting College, Advising, and Career  

Requirements & Advice

Degree Requirements  
http://college.as.virginia.edu/requirements  
See also pages 5-12 below

UVA Area Requirement Checklist  
http://college.as.virginia.edu/requirement/area/checklist

Course Selection & Creating a Schedule  
http://college.as.virginia.edu/course-selection
Direct from the Deans: Things Every Faculty Advisor Should Know
   Page 13, below

Advising Special Student Populations
   Students for Health, Law, and Business Professions, page 15, below
   International Students, page 20, below
   Students with Learning Weaknesses, page 21, below
   Second-Year Students,
      http://college.as.virginia.edu/sites/college.as.virginia.edu/files/AdviceForSecondYears.pdf
   Transfer Students, page 25, below

Transfer to other U.Va. Schools
   See school websites for prerequisites, deadlines and policies

Other Information (Alphabetical)

Advanced Placement (AP) Exam Credit
   http://college.as.virginia.edu/ap-credit

Chemistry Placement & Frequently Asked Questions
   http://chem.virginia.edu/undergraduate-studies/undergraduate-faqs/first-and-second-years/

Family Educational Rights & Privacy Act (FERPA)
   http://www.virginia.edu/registrar/privacy.html
   http://www.virginia.edu/registrar/forms/FERPA_parents_students.pdf

First-Year Seminar Classes (Special Classes)
   College Advising Seminars (COLA 1500)
      http://college.as.virginia.edu/COLA

   ELA and LASE Classes
      http://college.as.virginia.edu/LASE_ELAL

   University Seminars (USEM 1570 or 1580)
      http://provost.virginia.edu/usems

Foreign Language Testing
   FAQs: http://college.as.virginia.edu/fl-faq
   Placement Examinations: http://college.as.virginia.edu/fl-placement-exams

Grants and Scholarships (Deans)
   http://college.as.virginia.edu/scholarships
International College-level (IB) Exam Credit
http://college.as.virginia.edu/iclec

Math Placement
Page 26, below

Transferring to the College from another UVA School
http://college.as.virginia.edu/transfer

UVA Honor Code
http://www.virginia.edu/honor/faq/

Using the College’s Online Advising System
http://college.as.virginia.edu/for_advisors

From Other Offices

University Career Center
http://career.virginia.edu/

Study Abroad
http://www.virginia.edu/studyabroad/advisors.html

Student Disability Access Center
http://www.virginia.edu/studenthealth/sdac/sdac.html
http://www.virginia.edu/studenthealth/sdac/FacultyStaff.html

Student Health
http://www.virginia.edu/studenthealth/

Office of the Dean of Students
http://www.virginia.edu/deanofstudents/aboutodos.html

Also see http://college.as.virginia.edu/other-sources-advising-help
University Disability, Non-Discrimination, and Privacy Statements

NOTICE TO STUDENTS OFFERED ADMISSION WHO BY REASON OF A PREVIOUSLY IDENTIFIED DISABILITY AND/OR MEDICAL CONDITION MAY REQUIRE PHYSICAL OR ACADEMIC ACCOMMODATION

Should you have (or have been previously diagnosed as having) any learning, physical, or emotional impairment which may require accommodation at the University of Virginia, please notify Brad Holland, Americans with Disabilities Act Coordinator and the Section 504* Coordinator of Services for Students with Disabilities, Washington Hall-East Range, P.O. Box 400219, Charlottesville, VA 22904-4219; telephone (434) 924-7819. Such circumstances may include, but are not limited to, impaired vision, hearing, mobility, or a specific learning disability such as dyslexia, dysgraphia, or expressive dysphasia. Response to this notice will allow the University of Virginia to prepare for your arrival and to aid in meeting your educational needs. Any information submitted will be treated confidentially and will be shared only with those who need to know. In order to receive accommodations or exemption from policies stated here and in the Undergraduate Record, students with any diagnosed impairments must have notified the University in a timely manner.


UNIVERSITY OF VIRGINIA NON-DISCRIMINATION POLICY
The University does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. The University operates equal opportunity and affirmative action programs for faculty, staff, and students. The University of Virginia is an Equal Opportunity/Affirmative Action Employer.

The Office of Equal Opportunity Programs (EOP) is responsible for the enforcement of the University’s non-discrimination obligations. An applicant for admission or employment or any student or employee may file a discrimination complaint with the EOP Officer, Office of Equal Opportunity Programs, University of Virginia, Washington Hall-East Range, P.O. Box 400219, Charlottesville, VA 22904-4219, 924-3200. Complaints are to be submitted in accordance with and are subject to the standards of the “University of Virginia Discrimination Complaint Procedures.”

The Americans with Disabilities Coordinator and the Section 504 Coordinator is Brad Holland, University of Virginia, Washington Hall-East Range, P.O. Box 400219, Charlottesville, VA 22904-4219. The Title IX Coordinator at the University of Virginia is Darlene Scott-Scurry, the Deputy Title IX Coordinator for Student Sexual Misconduct is Allen W. Groves, and the Deputy Title IX Coordinator for Athletics is Jane Miller. Contact information for all of these individuals is available on the UVA web site.

PRIVACY ACT
Please refer to the Registrar’s site (http://www.virginia.edu/registrar/privacy.html) for information.
I. Competency Requirements

Overview of Requirements and Restrictions

All undergraduate students in the College of Arts & Sciences must complete three competency requirements: the First Writing Requirement, the Second Writing Requirement and the Foreign Language Requirement. More information on these subject areas, their related credit requirements, competency exemptions and University restrictions can be found in sections below. Once a student matriculates, all area and competency requirement must be completed in the College of Arts & Sciences at U.Va.

All courses for these requirements must be taken for a grade and for credit. Some restrictions apply to completing competency requirements. These requirements may NOT be fulfilled by the following:

- Dual enrollment credit
- College-Level Examination Program (CLEP) tests
- Courses taken under the Credit/No Credit (CR/NC) option
- Courses taken under the Audit (AU) option

To help students keep track of their earned competency requirements, Arts & Sciences offers a College Area Requirements Checklist.

First Writing Requirement (FWR)

Students may meet the first writing requirement in one of two ways: by successfully completing one of the FWR-eligible ENWR courses, or by earning exemption. For detailed information on placement, go to the English Department’s web site.

If you have questions regarding the first writing requirement placement, please e-mail the writing program administrators.

Second Writing Requirement (SWR)

Qualifications
All students except Echols Scholars must complete a Second Writing Requirement with a grade of C- or better. To meet the Second Writing Requirement, a class must:

- Assign at least two writing assignments in English totaling 4,000 words (20 pages) or more independent of quizzes and final examinations.
- Have a student/faculty ration no greater than 30/1.
- Any course meeting these standards can satisfy the Second Writing Requirement. However, this requirement is not complete until you file a Second Writing Requirement Completion
Form and have it certified by the College Registrar (106 Monroe Hall). The form is also available in 101 Monroe Hall.

Restrictions and Clarification

The Second Writing Requirement must be taken at the University and within the College. A course in another school of this University (e.g., Engineering), advanced placement credit, advanced standing, dual enrollment credit or credit transferred from another university will not satisfy this requirement.

Although it is not advised, you may take a course that meets the Second Writing Requirement before or during the semester that you complete the First Writing Requirement. However, completing the Second Writing Requirement neither exempts you from nor fulfills the First Writing Requirement.

A course that satisfies the Second Writing Requirement may simultaneously count toward your major or minor program. One course, in addition to meeting the Second Writing Requirement, may also complete area requirements (no more than two).

Foreign Language Requirement

Qualifications

Undergraduate students must earn anywhere from zero to 14 foreign language credits, depending on their foreign language placement examination scores. The requirement should be fulfilled before the seventh semester in the College.

Languages taught at U.Va. that count towards the requirement are:

<table>
<thead>
<tr>
<th>American Sign Language</th>
<th>German</th>
<th>Italian</th>
<th>Persian</th>
<th>Spanish</th>
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</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Greek</td>
<td>Japanese</td>
<td>Portuguese</td>
<td>Tibetan</td>
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<td>Chinese</td>
<td>Hebrew</td>
<td>Korean</td>
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<td>Urdu</td>
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<td>French</td>
<td>Hindi</td>
<td>Latin</td>
<td>Sanskrit</td>
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Placement and Exemptions

For languages taught at U.Va.

The types of examinations for foreign language placement include:

- SAT II Subject Test
- Advanced Placement (AP) Exam
- Higher-level International Baccalaureate Exam
- College Summer Orientation Foreign Language Placement Test
- Check the Foreign Language Placement Examinations page for details on these tests or the Foreign Language Requirement FAQ for more specific inquiries and contact information.
For languages not taught at U.Va.

It is also possible for students to fulfill their requirement through taking the NYU 16-point Foreign Language Proficiency Test. The test is intended only for exemption from the Foreign Language Requirement; no credit is given for any score. A student is given exemption for a score of 14 or more.

Deadlines and information about the test can be found on the Foreign Language Placement Examinations page.

Completion of the Requirement

Students can meet the Foreign Language Requirement by successfully completing one of the following courses of action:

- Earn exemption if you place beyond the 2020 level by examination
- Take 14 credits or four semesters of a language in the proper sequence
- After placement, complete the remaining courses in the sequence up to the fourth semester (usually 2020)
- Consult the Foreign Language Placement Index to determine your exact placement.
- Taking introductory language courses which duplicate credits earned from AP or IB tests neither give you credit nor count for the Foreign Language Requirement.

Dual enrollment courses do not fulfill the requirement.

Furthermore, the College provides Foreign Language Disability Accommodation when needed to satisfy this requirement.

Need Help?
Students with questions about testing, placement, etc., should contact the Foreign Language Coordinator.

II. Area Requirements

All undergraduate students except Echols Scholars are required to fulfill Area Requirements by earning the proper number of credits from courses taken in each of five different academic subject areas. The list of subject areas and their related credit requirement is:

- **Social Sciences** - 6 credits from two different departments
- **Humanities** - 6 credits from two different categories
- **Historical Studies** - one 3 or more credit course
- **Non-western Perspectives** - one 3 or more credit course
- **Natural Science and Mathematics** - 12 credits from two different departments

Transfer credit earned before matriculation may be applied toward fulfillment of area requirements.
It is strongly recommended that all area requirements be completed by the **end of the fourth semester**.

Courses taken to fulfill an area requirement may count toward a major and also satisfy the **Second Writing Requirement**.

All courses must be taken for credit and for a grade.

Classes that qualify for area requirements **cannot**:

- simultaneously meet more than two area requirements, even if cross-listed
- be taken for Audit (AU)
- be taken Credit/No Credit (CR/NC)
- be a Liberal Arts Seminar (LASE)
- be a University Seminar (USEM)

To help students keep track of their earned area requirements, they should check their Academic Requirements (AR) Form in SIS.

**Social Sciences (6 credits)**
You must pass at least one course worth 3 credits or more from two of the following departments and programs:

- AAS courses; **except** AAS literature courses
- AMEL 3001, AMEL 3002
- AMST Classes (**except** AMST 2300)
- ANTH; **except** some foreign language courses offered as ANTH
- ECON (**except** ECON 3710, 3720, 4720)
- ETP 3860 and ETP 4810
- EVSC 2030 and EVSC 4030
- GDS 2020
- Linguistics; 2000-level or above
- MDST 3406
- Politics; except Political Theory
- PSYC (**except** PSYC 2200, PSYC 3210 and PSYC 4200)
- SAST 2700
- SOC (**except** SOC 2600)
- Women, Gender and Sexuality (WGS; formerly SWAG)

**Humanities (6 credits)**
You must pass at least one course worth 3 credits or more from two of the following groups of departments and programs:

**Literature**
- AMST 2300
- Classics (CLAS)
Comparative Literature (CPLT)
East Asian Language and Cultures (EALC)
East Asian Studies (EAST)
English (except ENWR classes)
Foreign Literature [East Asian Languages, Literatures and Cultures (except CHIN 1010-2060, JAPN 1010-2020, KOR 1010-2020, and TBTN 1010-2020), French, German, Middle Eastern and South Asian Languages and Cultures (except ARAB 2250, 2260, 3230/5230, and 3240/5240), Slavic Languages and Literatures, and Spanish (except SPAN 3040, 4705, 4050 and 4713), Italian, and Portuguese courses in translation, and all foreign language courses above the 2020 level (except PORT 2120, which satisfies the foreign language requirement)].
Middle Eastern Studies (MESA)
MDST 3000
South Asian Studies (SAST; except SAST 2700)
South Asian Literature in Translation (SATR)

Fine Arts
ANTH 2370
Art History (ARTH)
Studio Art (ARTS; not ARTS 2070)
Drama (DRAM)
DANC 1400 and DANC 3400 (only)
Music (MUSI ONLY; MUBN, MUEN AND MUPF courses do NOT fill this requirement)
MDST 2000, 3050, 3100
Architectural History (AR H) 1000, 1010, 1020, 1700, 3102, 3701, and 3203
Architecture (ARCH) 1010

Moral, Philosophical, and Religious Perspectives
Political Theory (PLPT)
Philosophy (PHIL)
Religious Studies
MDST 4000
Courses taken for this requirement may also count toward one other Area Requirement.

Historical Studies (3 credits)
You must pass at least one course worth 3 credits or more either from the History Department or from a class determined by the faculty to be substantially historical. Classes that meet this requirement change each semester. Qualifying courses can be found in the SIS Course Catalog. Courses taken to fulfill the Historical Studies Area Requirement may also count toward fulfilling one other Area Requirement.

Non-Western Perspectives (3 credits)
You must pass at least one course worth 3 or more credits which the faculty recognizes as dealing substantially with a culture other than Western. Classes that meet this requirement change each
semester. Classes that meet this requirement change each semester. Qualifying courses can be found in the SIS Course Catalog.

Courses taken to fulfill the Non-Western Perspectives Area Requirement may count also toward fulfilling one other Area Requirement.

**Natural Science and Mathematics (12 credits)**

Students must pass 12 hours of natural science and/or mathematics courses from **at least two departments**. Courses that count toward this requirement may be chosen from:

The Departments of Astronomy, Biology, Chemistry, Environmental Sciences, Mathematics, Physics and Statistics

ECON 3710, ECON 3720 and ECON 4720

PSYC 2200, PSYC 3210 and PSYC 4200

**Important Notes:**

1. Exceptions include:
   - EVSC 2030, EVSC 4040, EVSC 4650 (Water Sustainability)
   - MATH 1000T, MATH 1030
   
   The above classes do **NOT** count toward the math/science requirement.

2. For this requirement, statistics, mathematics and the above three economics courses are considered to come from one department. This means you cannot satisfy this requirement with just these courses.

3. Courses designated as 1000T are equivalencies determined by the College of Arts & Sciences. These courses are considered elective credit and do **not** satisfy this requirement.

4. Students are strongly encouraged to include courses in mathematics, the physical sciences and the biological sciences.

Courses taken to fulfill the area requirements may be counted toward a first or second major or toward a minor, with the exception of foreign language courses through the 2020 level (2320 for French, 2060 for Chinese, and 2120 for Portuguese).

**III. Major**

In order to graduate from the College students must (in addition to earning 120 credits and completing the College’s area and competency requirements) complete a major in one of the College’s departments, interdepartmental programs, or in an individually designed Interdisciplinary Major.

**Credits**

Of the 120 credits required for the degree, no fewer than **102 credits** must be from:

- courses taught inside the College
- certain “outside” (non-College) courses considered to be College-equivalent

The remaining 18 credits may be College elective courses or elective courses from outside the College.

**Note:** The College does not award 2n degrees. Students who have earned a baccalaureate degree at the UVA or at another institution are **NOT** eligible to receive a second degree from the College.
Credits From Transfer or Exams
A maximum of 60 credits may be earned prior to matriculation to the College by various means, including:

- Transfer credit (coursework taken at another institution)
- Advanced Placement (AP) exams
- International College-level exams
- Dual enrollment courses taken while in high school.

The University does not award credit or any exemption from requirements based on College-Level Examination Program (CLEP) tests.

Elective Courses from Outside the College
Credits earned from these courses, considered to be outside the College, can be applied as electives toward the required total of 120 credits. They cannot, however, be counted among the requisite 102 credits from courses taught inside the college or courses taught outside the college considered to be College-equivalent.

Students considering admission to, and especially those accepted into, the BA/MT program should select their non-College electives very carefully.

Students must take no fewer than 102 College or College-equivalent hours (from among the requisite 120) in order to qualify for the B.A.

- USEM 1570 (University Seminars); limit of one per semester*
- Interdisciplinary Study (INST); must be taken on the CR/NC basis; limit of two courses for a total of 3 credits, maximum
- Commerce School courses (COMM)
- Engineering School courses
- Education School courses, excluding EDHS 3410, 3440, 3600, and 3610
- Architecture School courses
- Nursing School courses
- ROTC courses from the departments of Naval (NASC), Air (AIRS), and Military Science (MISC); limit of 12 credits
- Physical Activity courses (KINE; formerly PHYE); limit 2 credits total
- Personal Skills courses (PLSK); limit of 2 credits
- College students may not take any courses in the School of Continuing and Professional Studies.

NOTE: USEM 1580 courses count as College credit but no more than 8 credits total of USEM course work may count toward the degree.
Outside Courses Considered College-equivalent
These courses, though taken outside the College, are considered College equivalent (cross-listed) and count toward the 102 College credits needed for graduation.

All Computer Science courses (CS) in the School of Engineering and Applied Science
All architectural history courses (ARH) in the School of Architecture
Architecture (ARCH) 1010 and 1020
Language House courses will be offered for 1 credit maximum per semester; with a 2-credit maximum limit in the 120-credit total required for graduation
EDLF 5450, 5460, 5640
EDHS 4600
LAR 5120; 5130
MSE 2010
PLAN courses under 5000, but only if the minor in planning is completed
STS 3500
Students in the special education part of the B.A.-M.T. Program are permitted to count the following additional six credits of Curry School courses as College-equivalent: EDIS 3020 (or EDIS 5000) and one of EDIS 5100, 5110, 5120, or 5150.

Credit/No Credit Option
• **Non-transfer** students are limited to earning a maximum of 24 credits using the Credit/No Credit (CR/NC) grading option (learn more about the CR/NC grading option.)
• **Second-year transfer students** are limited to a maximum of 18 CR/NC credits.
• **Third-year transfer students** are limited to a maximum of 12 CR/NC credits.
• **No course taken under the CR/NC option may count toward fulfilling an area, competency, major, or minor requirement** (details about these requirements are below).

Audit Option
• Courses taken under the Audit (AU) option do not carry any credit or count at all toward the 120 credit total.

Maximum Credit Limits
The following College courses have maximum credit limits imposed:
• Language House courses; limit of 1 credit per semester and 2 credits total
• Music Performance: Students may apply up to 16 performance credits in music, of which 8 credits must be drawn from 3000-level courses and above. In addition, students completing Distinguished Major Projects in Music may earn an additional 4 performance credits. Music majors performing a DMP recital could potentially earn a total of 20 performance credits in Music.
• Dance Performance; limit of 8 credits total
• Physical Education Courses: limit of 2 credits
1. The College’s web pages contain virtually all of the information a student needs to know about College degree requirements. Make sure that students also know what the Undergraduate Record is and how they can access it online.

2. Read Getting Started: Connecting College, Advising and Career.

3. Students must be warned about the deadlines for dropping, adding, changing from or to CR/NC, auditing, and withdrawing. Failure to observe deadlines can have disastrous results. The College strictly enforces these deadlines.

4. Explain ACADEMIC PROBATION and SUSPENSION.
   Three ways a student can incur Academic Probation
   - Less than 12 credits earned in a semester;
   - Less than a 1.8 GPA;
   - More than one grade below C-.
   Grounds for Academic Suspension
   - Two consecutive semesters on Academic Probation (exclusive of J-Term and Summer Session);
   - Less than 9 grade points (NOT credits) earned in a semester.

5. Some students should not enroll in ENWR 1505 and a foreign language course in the same semester unless they are International Students or are advised to do so by their Dean.

6. FOREIGN LANGUAGE PLACEMENT TESTS are required – they are not an option. Students may take the Spanish and French exam online at any time; they can only take the test once. Links are provided from the respective department homepages. Students who miss the summer and fall orientation placements tests should be referred to the foreign language coordinator in the appropriate department.

7. Encourage students to regularly and carefully examine their Academic Requirements (AR) Form. Students are responsible for their academic record. For example, the total number of credit hours given on a transcript will include ALL hours taken and passed whether applicable to the degree or not. Thus, the total may be more than the 120 credit hours required but less than the number they need for their major or the core requirements. The accurate number will show on an AR form.

8. Students need a minimum of 102 credits inside the College and are allowed a maximum of 18 hours outside the College. See Chapter 1 for details.
9. College students are allotted ONLY 8 full-time semesters (excluding Summer Session and January Term). For some students, especially those with 12 or more AP credits, graduating in three years may be possible.

10. If a student’s AP scores, IB scores and/or Dual Enrollment credits have not been posted, s/he should bring official copies of the credit to the College Registrar’s Office in 106 Monroe Hall after the first week of classes. Remind students that they may view their credit on their AR (Academic Requirements) forms in SIS.

11. Students who wish to carry 18 or more credits must request permission from their Association Dean. Students may not carry more than 21 credits.

12. Students planning to attend a professional school should be aware early on that there are many different requirements. Refer students to the pre-professional advisor in the appropriate school and tell them that there will be informational meetings in the fall addressing such issues. Refer pre-health and pre-law students to University Career Services, Bryant Hall. Pre-education students should contact Dean Sandra Seidel (924-3350; Monroe Hall).
Advising Students for Health, Law, and Business Professions

Health Professions
The Top 4 Health Professions Advising Tips for First-Years

**Majors.** Although health professional programs identify core requirements that are necessary to matriculate into a program, these requirements do not dictate a student’s major at the undergraduate level. Students should explore all coursework and degree programs that are of interest to them. Applicants are not penalized for choosing a major that is not science related.

**Coursework.** Prerequisites for health professional programs can vary within the same field. A student may need to take additional coursework beyond the identified core requirements to be a qualified applicant. The most common areas where prerequisites can differ are: English composition, math, and biochemistry. Some students may need to wait until they have identified the programs they would like to apply to before understanding exactly what coursework they need. For applicants interested in applying to medical school (M.D. and D.O.), a new MCAT exam format went live in spring 2015. To learn more about the new changes and view practice questions for each section, see the next section and check out The Preview Guide for MCAT 2015 at:
https://www.aamc.org/students/download/266006/data/2015previewguide.pdf

**AP Credit.** Programs vary on whether they will accept Advanced Placement (AP) credit as completion of a prerequisite requirement. Students with AP credit in science coursework will still need to complete lab courses at the university level. Many students choose to retake science coursework for which they already received AP credit in order to prepare for upper level coursework as well as entrance exams which may require a better understanding of the material than was expected on the AP examination. Students who choose not to retake courses at the university level will still need to supplement the work with upper level coursework in that field.

**Application Timeline.** There are many ways to complete health professional school prerequisites. Some students choose to apply following their third year in order to matriculate the fall immediately after completing their undergraduate degree. Other students apply after graduation and take an additional year (or two) before continuing on to professional school. Applicants are not penalized for taking time in between completing their undergraduate degree program and beginning professional school, and it can often be beneficial to spread the course prerequisites out over four years.

Students preparing for careers in the health professions (medicine, dentistry, veterinary medicine, optometry, physician assistant, and others) should plan to follow the basic health professions curriculum in the College. Medical and dental schools require one year each (with lab) of introductory biology, chemistry, organic chemistry, and physics. These requirements are usually satisfied by the following courses at the University: BIOL 2010, 2020, 2030, 2040; CHEM 1410, 1420, 1411, 1421; CHEM 2410, 2420, 2311, 2321; and PHYS 2010, 2030, 2020, 2040. In addition, some professional schools require coursework in English composition, biochemistry (plus other upper level biology) and math (calculus and/or statistics).
**NEW MCAT for 2015**

For applicants interested in applying to medical school (M.D. and D.O.), a new MCAT exam format went live in spring 2015.

The MCAT2015 has four test sections:

1. Biological and Biochemical Foundations of Living Systems
2. Chemical and Physical Foundations of Biological Systems
3. Psychological, Social and Biological Foundations of Behavior
4. Critical Analysis and Reasoning Skills

To learn more about the new changes and view practice questions for each section, check out The Preview Guide for MCAT 2015 at: [https://www.aamc.org/students/services/343550/mcat2015.html](https://www.aamc.org/students/services/343550/mcat2015.html)

**Individualized Paths**

Each year students enter the College with the intention of applying to health professional schools, ready to undertake this rigorous curriculum that has no specific major, but several specific prerequisites. Schools for the health professions seek well-rounded applicants who demonstrate high achievement in both academic work and extracurricular activities. No preference is given to science majors; applicants are advised to select a major to satisfy personal and intellectual interests.

Although there is a perceived “traditional course sequence,” it is but just one of the ways to complete the required courses. Many students will improve their chances of admission if they follow individualized timelines to complete the course requirements. First year students who have one or more of the following characteristics should consider using their first year to adjust to college life, explore a variety of subjects, acquire academic skills, and develop their mathematical abilities:

- Math SAT scores below 600;
- Concerns about math and science courses;
- Uncertainty about a career in the health professions;
- The desire to spend the first year of college getting accustomed to college life as well as developing critical thinking, mathematics, and studying skills.

If, in their second year of study, these students still desire to pursue a career in the health professions, they may consider beginning with chemistry and perhaps calculus. Working with the advisors and the information sources listed below, students would then complete the requirements, prepare for the required entrance exam, add relevant health care experience, and enhance their chances of admission by following a 4 year schedule. Many successful applicants have followed alternate paths, such as earning a graduate degree, or a post-bac degree. Deans, faculty advisors, the University’s Health Professions Advising staff, and the Director of U.Va. Medical School of Admissions, cite that alternative paths better suit many students.

Students who wish to consider a four-year path to prepare for schools for the health professions should consider deferring CHEM 1410/CHEM 1411 and calculus until the second year, enrolling in English and foreign language courses, unless exempted, and taking an array of courses including a
non-calculus math (if offered) while focusing on area requirements during their first year. Students who decide in their third or fourth year to pursue careers in the health professions, and thus do not take chemistry until then, often do very well in these courses because, as Dr. Robert Bryant, Professor of Chemistry, states, “they understand how to study and how to learn the fundamentals of a subject, and engage with material actively, rather than passively.”

Faculty may want to stress to students that it is difficult to be accepted to schools for the health professions with a GPA below 3.5. The average age of students entering health professional schools in the United States is approximately 24 years or older. This gives students plenty of time to complete the necessary course work even if they do not follow the “traditional” track.

Students can also gain acceptance to health profession schools by:

- A B.A. or B.S. completed at U.Va. in any subject, supplemented by a post-bac premed one- or two-year program. U.Va. offers such a program.
- A B.A. or B.S. completed at U.Va., supplemented with a one- or two-year second B.A. or B.S. in a second major at another school that fulfills the course requirements.
- A B.A. or B.S. followed by a well-chosen Master’s or Doctoral degree in the sciences.
- Fulfilling course requirements through U.Va.’s Community Scholar Program (SCPS). Through this program, adults within Charlottesville and surrounding communities can enroll in on-Grounds credit courses at the University during the fall and spring semesters, but may take no more than two courses per semester, along with any dependent laboratory or discussion sessions, for a maximum of eight credit hours. Call (434) 982-4789 for information.

Suggestions for Students Considering Careers in the Health Professions

Career Exploration. All Health Professions students are encouraged to participate in career exploration during the undergraduate years, independently or with assistance from University Career Services (UCS). Counselors in UCS, faculty, administrators, and practicing health professionals at the University are all excellent resources when considering career interests and directions. Students investigating potential careers in the health professions will benefit from these services.

Human Service Activities. Students are urged to become involved in human service activities in their first year, especially those activities that include health care delivery. Many programs are available on the Grounds and in Charlottesville and Albemarle County to accommodate students who wish to help others.

Connect with Health Professions Advising. Health Professions students should seek Health Professions Advising in University Career Services, Bryant Hall at Scott Stadium for more information.

- Schedule an appointment by calling 434-924-8900.
- Subscribe to the Health Professions e-mail listserv. An e-newsletter mailed to listserv subscribers announces all health-related events at the College and the Medical Center, FAQs, tips for applying, etc. To subscribe, follow instructions at: https://lists.virginia.edu/sympa/subscribe/uva-healthprof/
• Regularly check the health professions blog at http://uvahpa.blogspot.com
• Gain clinical experience. Some medically relevant opportunities can be found through Madison House (170 Rugby Road; 434-977-7051).
• If planning to apply to schools for the health professions, attend the annual application meetings in the fall and spring semester prior students’ application year.

Additional Resources

Helpful web links:
• Health Professions Advising on the University Career Services page: www.career.virginia.edu/hpa
• The Math Tutoring Center provides free tutoring during the academic year for many math classes. Contact the center for more information: http://pi.math.virginia.edu/~dmg4c/mhtutor.html
• The Summer Medical and Dental Education Program offers a free summer opportunity for qualified students to prepare for the application process and a career in the health professions. http://smdep.org/
• U.Va.’s Health Professions listserv has valuable information and tips on course work, clinical experience, and applications. To subscribe, follow instructions found at the following link: https://lists.virginia.edu/sympa/subscribe/uva-healthprof/

Business

Many graduates of the College go on to careers in business but there is not business major or minor in the College. The Department of Anthropology offers a minor, Global Culture and Commerce, which has a liberal arts focus but allows courses from the Commerce School to count toward the minor. Students who desire an undergraduate business education should consider transferring to the McIntire School of Commerce after two or three years in the College. Students who wish to pursue careers in business and who also wish to receive a liberal arts degree from the College should consider taking in the College some or all of the courses required for transfer for the School of Commerce. Business values a quantitative background, which also includes course work in accounting and computer science. Electives such as these can help to make a liberal arts graduate competitive for entry-level opportunities in business. Student should bear in mind that it is possible to count up to 18 credits of courses outside the College toward the B.A. degree. Thus a student could remain in the College but take a number of business-related courses.

Another way to prepare for a career in business is to plan for graduate business study. Recommended courses at the undergraduate level include calculus, computer science, economics, and accounting. Graduate business school as well as business employers look for candidates with diverse academic and extra-curricular backgrounds and diverse work experiences that serve as indicators of leadership and management ability, problem-solving and human relations skills, quantitative and communications capabilities, and maturity. Many graduate business schools strongly encourage a candidate to acquire several years of full-time work experience and admit very few recent college graduates. Advising for graduate business school is available at the University Career Center, Bryant Hall.
Law Professions

Advising Tips for Students Seeking Careers in the Legal Profession

Curriculum. There is no prescribed “pre-law” curriculum or academic major. Law schools care more about the quality of the undergraduate program than the specific content involved. A student’s most crucial qualifications for law school admission include strong grades and a strong LSAT score. The breadth of the undergraduate curriculum is as important as the choice of major. Challenging courses in unfamiliar fields provide effective preparation for the rigors of law school. Students should enroll in courses which:

1. Help them determine if legal studies is interesting and engaging to them.
2. Provide a helpful background for law school by developing analytical and creative thinking skills, oral and written expression, and a broad understanding of human institutions and values.

Suggested Coursework: Logic course - Forms of Reasoning, English, History, Politics courses involving extensive research, reading, and writing, Economics, UVa courses with “Law” in the title (International Law, Law and Society, Commercial Law, etc.) Most importantly, students are encouraged to choose classes that interest them since academic success will come in the classes they are most excited about, not the ones they believe they “have to” take.

Experience. Undergraduates are especially encouraged to gain law-related experience in the summers after their third and fourth years. Additionally, they should consider working for one or two years in a law office, government agency, or other environment with attorneys after graduation and before applying. The counseling staff at University Career Services (UCS) in Bryant Hall can help start the process of finding summer and post-graduation employment. Any faculty advisor or association dean can assist with the choice of a challenging and interesting curriculum, which law schools would find attractive.

Next Steps for Students Seeking Careers in the Legal Professions

• Seek additional advice from Law Professions Advisors in Bryant Hall at Scott Stadium, (434) 924-8900.
• Subscribe to the Law Professions listserv upon receiving a U.Va. e-mail address. An e-newsletter mailed to listserv subscribers announces all law-related events at the University, FAQs, tips for applying, etc. To subscribe, follow the directions at http://list.mail.virginia.edu/mailman/listinfo/uva-prelaw/
• Regularly check the Law Professions blog at http://uva-prelaw.blogspot.com/.
• Utilize the University Career Center’s Law Professions Advising page: http://www.career.virginia.edu/prelaw/
• Attend a general law professions meeting, held once a semester, prior to applying to law school.
Advising the International Student

International students include those students with F-1 and J-1 visas. The International Studies Office (ISO) has responsibility for ALL students throughout the University who are on F-1 and J-1 student visas. They assist students and faculty advisors in understanding how students can maintain legal immigration status while enrolled at U.Va. This is important because without legal immigration status, students lose all employment options, may be subject to immigration review, and in the worst case may face deportation proceedings. The University also risks losing its certification to enroll any international students if we do not attend to the regulations pertaining to F-1 and J-1 student enrollment.

Full-time Status and Making Normal Progress Toward Completing the Course of Study
International students on F-1 and J-1 visas MUST be enrolled FULL-TIME in the fall and spring semesters. For undergraduate students, this means maintaining enrollment for 12 hours throughout the semester. Summer enrollment is optional.

Exceptions to full-time enrollment:
1. documented medical condition requiring reduced course load (Student Health physician letter required for ISO permanent file);
2. in the final semester, with less than 12 hours required for graduation;
3. initial difficulty with English language or reading requirements;
4. unfamiliarity with American teaching methods;
5. improper course level placement.

For situations 2-5 above, ISO bears responsibility for approving a reduced course load (fewer than 12 credits). To consider a student’s request, they must have a substantive letter from the academic advisor describing in adequate detail the nature of the problem, the proposed solution, and in what way the reduced course load may affect the student maintaining normal progress toward completion of the course of study. This letter is critical in determining if the problem meets the requirements outlined in the regulatory language. The letter is retained in the student’s ISO file. ISO may determine that the proposed course reduction does not fulfill legal standards and not approve the request.

Keeping up with a Medical Insurance Plan
All U.Va. students must be covered under an insurance plan. ISO confirms insurance coverage when students request an immigration benefit.

Who Is a “Designated School Official” for INS Purposes
Faculty should not sign any immigration forms on which the signature of the “Designated School Official” is required. This is most common on the document called the “I-20” and for Practical Training and work authorization requests. ONLY ISO STAFF ARE CERTIFIED AS DESIGNATED SCHOOL OFFICIALS. When in doubt please call Richard Tanson (982-3017) with questions about F-1 visas or Brian Ullman (982-3016) with questions about J-1 visas. You may also stop by or call the International Studies Office in Minor Hall (phone: 982-3010; fax: 982-3011).
Advising Students with Learning Weaknesses, Disabilities, Handicaps, and Special Needs

1. Academic Support

Writing Center: For assistance with writing, please direct students to the Writing Center, Bryan Hall, 924-6678 or look for information on the Writing Center homepage at http://www.engl.virginia.edu/undergraduate/writing/center.shtml

Math Tutorial Center: Students may call the Math Department for a schedule at 924-4919; additional information may be found on the web site at http://www.math.virginia.edu/~dmg4c/mthtutor.html

To Improve Study Methods: Academic Achievement Program: Students may apply, advisors may recommend, or students may receive a letter based on their academic performance. Call Dean Karlin Luedtke (Monroe Hall), 924-8864.

2. General Disabilities

Refer the student to the Student Disabilities Access Center (SDAC; see http://www.virginia.edu/studenthealth/sdac.html for details on the Center). If the student was previously diagnosed, the Center will want a copy of that diagnosis. If the student needs to be tested, the SDAC will do an initial evaluation which will determine whether or not further testing is needed. If additional testing is recommended the student must absorb the cost. If deemed necessary, the SDAC will also request accommodations for the student in the classroom.

3. Physical Handicaps

A. Academic Accommodations:
   a. Special Materials (e.g., books on tape for visually impaired): Refer the student to the Center for Counseling and Psychological Services in the Student Health Center.
   b. Priority Registration is extended to students with physical handicaps and arranged by SDAC. Refer students who encounter problems in this regard to their Association Dean.

B. Physical Accommodations:
   a. Wheelchair accessible classrooms: Refer the student to the building list at the front of the Course Offering Directory. Wheelchair accessible buildings are identified here as such.
   b. Transportation for the handicapped: Refer the student to Mr. Brad Holland, 924-7819.

If a student wishes to be in a course that has only one section and that section is scheduled to be taught in an inaccessible room or building, refer them to their Association Dean. The Dean will then contact the University Registrar’s Office and request that the room be changed. (If a course has several sections, then the student should choose a section in an accessible building.) Make sure the student will have enough time to get from one class to the next.

If space has to be MODIFIED to accommodate the student’s needs (e.g., the counter of a laboratory lowered to accommodate a wheelchair), please call the Section 504 Coordinator of Services for Students with Disabilities, Brad Holland, 924-7819.
Note: If you have any questions about what the law (Section 504) requires the University to do, call Assistant Dean Beverly Adams (Monroe Hall, 924-3353). Dean Adams is the College’s contact person for questions regarding accommodation under Section 504.

4. Personal Problems
Call the Student Health Center (924-5556) for any students with possible private problems. Advisors can suggest their getting help (individual or group); or advisors can make an appointment on their behalf.

5. Special Academic Interests
Career Counseling, UCC ......................................................................................................Bryant Hall, 4-8900
Fellowships and Undergraduate Research, Brian Cullaty ..................................................4-7727
First-Year Students not living in dorms, Dean Shilpa Davé ..................................268 Monroe Hall, 4-8873
Interdisciplinary Majors, Dean Shawn Lyons.........................................................206 Monroe Hall, 4-8873
Intra-University Transfers, Dean Shilpa Davé..........................................................268 Monroe Hall, 4-8873
Student Disabilities Access Center, Dr. Robert Diamond .........................400 Brandon Avenue, 243-5180
Mathematics, Kerchof Hall ............................................................................................4-4919
Office of African-American Affairs, Dr. Maurice Apprey ........................................4-7923
Pre-Education Advisor, Dean Sandra Seidel.........................................................269B Monroe Hall, 4-3350
Pre-Law Advisor, UCC ........................................................................................................Bryant Hall, 4-8900
Second Writing Requirement, Dean Mark Hadley ..................................................204 Monroe Hall, 4-8873
Student-Athletes, Dean Rachel Most.................................................................266 Monroe Hall, 4-8873
Transfer Students, Dean Frank Papovich .............................................................201-B Monroe Hall, 4-3350
Writing Center ................................................................................................................Bryan Hall 314, 4-6678

6. Learning Disabled Students and the College’s Foreign Language Requirement
In order to meet the needs of students with specific learning disabilities that impede the learning of a foreign language, the College faculty adopted the following policy on December 10, 1997.

Disability Accommodation
Upon the recommendation of the Student Disabilities Access Center, the College of Arts and Sciences provides appropriate accommodations for students with diagnosed disabilities. Students diagnosed with a specific foreign language learning disability are referred to the policy outlined below.

Foreign Language Learning Disability
In order to meet the needs of students with specific learning disabilities that impede the learning of a foreign language, the College faculty passed the following legislation at its February 1984 meeting:

Students who are diagnosed by approved services, either before or after their admission to the University, as having specific learning disabilities may petition the Dean of the College to receive such accommodation within the structure of required courses in foreign language as in the view of the department concerned is feasible and appropriate. If an accommodation proves unworkable, the Dean of the College, on the department’s recommendation, may authorize the substitution of other courses dealing (in English) with the culture or literature of a non-English speaking people or with the history or description of language.
For every semester of required foreign language not taken the student will be required to pass an authorized substitute course.

Therefore a student experiencing exceptional difficulty in a foreign language class should:

1. **Consult immediately with the appropriate language course coordinator**
   See [http://college.as.virginia.edu/fl-coordinators](http://college.as.virginia.edu/fl-coordinators) for an up-to-date list of coordinators.

2. **Undergo testing**
   a. Consult the Student Disabilities Access Center, located in the Elson Student Health Center (243-5180), and present either a prior diagnosis or discuss testing to be undertaken. The Center will determine if previous diagnoses were made according to acceptable standards and within three years of admission to the University or anytime thereafter. In the absence of an acceptable prior diagnosis, the SDAC staff will counsel the student regarding undergoing neuropsychological testing for purposes of establishing a diagnosis. The SDAC will refer the student to approved testing agencies both within the University and the community. The student bears the cost of such testing.
   b. If a student has received a diagnosis of a learning disability deemed acceptable by the University’s SDAC and can document unsuccessful efforts to learn a foreign language at an accredited educational institution, a student may confer with his/her College Association Dean regarding modification of the foreign language requirement. A petition from the student will be reviewed by the College’s Disability Accommodations Committee.

3. **Request Accommodation**
   a. If testing confirms a learning disability that adversely affects the learning of a foreign language, the SDAC will suggest possible accommodations in the foreign language classroom (e.g., extended time in class tests, de-emphasized oral or aural components, extra tutorial assistance). The student then takes the accommodation request to both the instructor and the language coordinator. The instructor and the coordinator will inform the student of the accommodations the student will receive in the class. The coordinator will notify the student’s Association Dean in writing what these accommodations are to be. Ideally accommodations should be in place prior to the student’s enrolling in the course.

4. **Enroll in a course with accommodations:** The coordinator reviews the student’s progress after six weeks.
   a. If the student is able to succeed, the student continues to take courses with accommodations until the foreign language sequence is completed.
   b. If the department finds that accommodations prove unworkable despite the student’s maximum effort, the Coordinator may recommend in writing to the student’s Association Dean that the foreign language requirement be modified.

**NOTE:** MODIFICATION IS TO BE RECOMMENDED ONLY AFTER PROPER ACCOMMODATION PROCEDURES HAVE FAILED.
5. **Modification**: Upon receipt of the Coordinator’s recommendation and a diagnosis from the Student Disabilities Access Center, the student’s Dean may authorize the modification of the requirement and so notify the student in writing. Grades earned in foreign language classes will continue to appear on the transcript. However, for the semester in which the requirement is modified, a failing grade will be converted to NC. Also, if a student is diagnosed with a foreign language learning disability, a failing grade received in the semester when the student was referred to the Student Disabilities Access Center for testing, or the student with a prior diagnosis identified him/herself to the Student Disabilities Access Center, will be converted to NC (no credit.)

6. **Substitute courses**: Upon modification, the student will be required to take the appropriate number of substitute courses to fulfill the foreign language requirement. As specified in the faculty legislation, these courses are to deal (in English) with the culture or literature of a non-English speaking people, or with the history or description of language. The substitute courses should form a cohesive cluster focused on one language area, either continuing the work begun in the language class or choosing a new area. The substitute courses should be drawn primarily from foreign literature in English translation courses (course mnemonic ending with “TR”: e.g., CHTR, FRTR, GETR, ITTR, JPTR, PETR, RUTR, etc.); Classics (CLAS); those classes from the Anthropology, History, Religion, or other departments that deal exclusively with a specific non-English speaking country or culture; or Linguistics (LNGS, with the exception of Black English, since the faculty legislation calls for a non-English speaking culture or literature.) The student is to seek his/her Dean’s prior approval for each substitute course. Substitute courses may not be applied toward the first major, second major, minor or toward any other area requirements except the Second Writing Requirement. All replacement courses must be taken for a grade.
1. Each student has received instructions for accessing SIS and our web site for new transfer students. Emphasize their need to become familiar with their “Academic Requirements” on SIS. They should also have completed a student information form that you may access on-line.

2. Students may request re-evaluation of any transferred course. For elective credit, they should submit a syllabus for review to Meredith Burke in 201C Monroe Hall. If they have questions about major credit, they should see the undergraduate director. There’s no deadline, but we encourage students to resolve transfer credit questions by October 1. If AP credit is missing, refer students with a copy of their score reports to the College Registrar’s office in Monroe Hall.

3. Emphasize the need to develop a long-range academic plan that accounts for area and major requirements, as well as a thoughtful selection of electives. Any remaining area requirements must now be completed at UVA. Students who lack the first writing requirement should enroll in ENWR 1510 this fall. Those who have not completed the foreign language requirement should enroll in a language course this fall.

4. Transfers should not overload in the first semester for any reason. Fifteen credits is the usual load and we expect them to enroll in this number, approximately. If you feel that a student needs to go easy, suggest an elective course or two that will present less of a challenge. Since the first term often involves a difficult semester-long adjustment, advise caution. Students who typically have a difficult transition include those from smaller, less competitive schools; those away from home for the first time; those who intend to work more than 10-15 hours per week, or those with significant family obligations.

5. While it may seem obvious, remind students that they can’t earn credit for a UVA course for which they’ve already received transfer credit. Experience shows they need the reminder.

6. Some students have transferred to the College with the singular goal of transferring to the Commerce School. These students need a serious, alternate plan since Commerce may not admit them.

7. We limit the number of full-time semesters based on semesters and credits previously completed. If students anticipate the need for additional time or if they need to catch up on credits, they should attend Summer Session and J-Term. They may also enroll as part-time students after their full-time semesters are finished.

8. Although we will post all applicable credit, remind students with more than 60 non-UVA credits (there will be few) that they’ll need a minimum of 60 at UVA.

9. Encourage these new students to stay in touch with you. It is far easier for new transfers to get lost here than it is for new first-years.
Math Placement

Students planning to major in the social sciences, arts, or humanities, and who wish to take a mathematics course but omit the study of calculus, may choose from MATH 1110 (Elementary Probability Theory), or MATH 1140 (Financial Mathematics). Students may not take all 12 credits needed to satisfy the math/science requirement from the Department of Mathematics and the Department of Statistics. For purposes of the requirement, the courses in these two departments are treated as coming from a single department.

The study of calculus is the foundation of college mathematics for students planning to major in mathematics or the physical sciences, or for those who anticipate a career or graduate study in any of the physical sciences, engineering, or applied social sciences (such as economics). There are essentially three programs of study available in calculus:

**MATH 1190** is a one-semester four hour course covering the same material as 1210, but with additional instruction in college algebra. It is intended for students with no previous exposure to Calculus who may need extra help.

**MATH 1210, 1220** is a terminal one-year sequence intended for business, biology, and social science majors, and for some students fulfilling their premed requirements.

**MATH 1310, 1320, 2310** is the traditional calculus sequence intended for students of mathematics and the natural sciences, as well as for students intending to pursue graduate work in the applied social sciences.

You may NOT take more than one of MATH 1190, MATH 1210, or MATH 1310 for credit. Also, you may NOT take both MATH 1220 and MATH 1320 for credit. The courses have overlapping material.

The MATH 1210-1220 sequence is unacceptable as a prerequisite for mathematics courses numbered 2310 and above. Students anticipating the need for higher mathematics courses should instead select the MATH 1310-1320 sequence. In all cases, MATH 1310 (including AP credit) may be substituted for MATH 1210. However, the reverse is not always true. Unless otherwise specified, MATH 1210 may not be substituted for MATH 1310. Similarly, MATH 1320 can always be substituted for MATH 1220, but the reverse is typically not true. More information regarding calculus placement may be found linked from the Department homepage.

Students who do not have credit for a first-semester calculus course (via exam or transfer work) may elect to take MATH 1210 or MATH 1310. Exceptionally well-prepared students (who place out of both MATH 1310 and 1320) may choose either MATH 2310 or MATH 3250 (Differential Equations) as their first course in the fall.
MATH 2315, 3315 – Advanced Calculus and Linear Algebra I and II
To enroll in these accelerated sections, MATH 2315 and its continuation MATH 3315, the student should contact the instructor. These courses are designed for highly motivated mathematics students. These courses are meant for those students who expect to major in subjects requiring the use of fairly advanced mathematics and for others who just love doing mathematics. It differs from MATH 2310 in that more advanced material will be covered and more work on the part of the student will be expected. We expect that the additional effort will be amply rewarded. The prerequisite is a good command of single variable calculus.

Additional Courses
Pre-Commerce students are required to take a statistics course, usually STAT 2120, and one other mathematics course, usually MATH 1110, 1210, 1220, or 1310.

Pre-med students who are seeking to fulfill the “second-semester” calculus course required by some medical schools typically take MATH 1210-1220.

Elementary Education students planning to enroll in the 5-year Teacher Education program are encouraged to take MATH 1150 (The Shape of Space: Informal Geometry) and MATH 1160 (Algebra, Number Systems, and Number Theory). Enrollment in both MATH 1150 and MATH 1160 is restricted to prospective students of the 5-year elementary education program. The instructor’s permission is required for other students and may be obtained via e-mail to the instructor or from the instructor on the first day of class.

To prepare for the mathematics major, you should complete the calculus sequence MATH 1310, 1320, 2310 by the end of your fourth semester; you also must demonstrate computer proficiency by completing CS 1110, CS 1111, CS 1112, CS 1113, CS 1120, OR PHYS 2660, or an approved equivalent course with a grade of C- or higher. Please refer to the School of Engineering’s enrollment policy on CS courses, which may be found on their web site. Descriptions of the major and minor programs are available from the Mathematics Department office.

Mathematics Prerequisites for the Sciences and Economics
Students who plan to major in economics or in one of the sciences need to pay careful attention to the requirements of those programs. Below is a list of minimal requirements; additional math courses are often recommended and are sometimes prerequisites for advanced courses and for admission to graduate programs. Since individual departments can change their requirements for their major, please verify their requirements by reading their departmental announcements. Specific questions should be addressed to individual departments.

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<tr>
<th>Program</th>
<th>Math Requirements</th>
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<tbody>
<tr>
<td>Astronomy</td>
<td>MATH 1210-1220 or MATH 1310-1320</td>
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<tr>
<td>Astro-Physics</td>
<td>MATH 1310, 1320, 2310, 3250, 4210, 4220</td>
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<tr>
<td>Biology</td>
<td>one semester of calculus (MATH 1210 or MATH 1310)</td>
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<tr>
<td>Chemistry B.A.</td>
<td>MATH 1210, 1220 OR 1310, 1320</td>
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<tr>
<td>Chemistry B.S.</td>
<td>MATH 1310, 1320 AND 2310 OR 3250</td>
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Program | Math Requirements
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Cognitive Science | MATH 1210-1220 OR MATH 1310
Economics | MATH 1210 and 1220 OR MATH 1310 and 1320
Environmental Sciences | MATH 1210 OR 1310
Physics B.A. | MATH 1310, 1320, 2310, 3255
Physics B.S. | MATH 1310, 1320, 2310, 3250, 3255, 4210, 4220

**Advanced Placement**
We give credit in the calculus sequence based upon the College Entrance Examination Board Advanced Placement Test (either AB or BC). It is the student’s responsibility to have these scores sent directly to the Admissions Office prior to enrolling.

<table>
<thead>
<tr>
<th>STUDENTS WITH PRIOR CALCULUS AND AP EXAMINATIONS</th>
<th>AP Test and Score</th>
<th>Credit Awarded</th>
<th>Recommended Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB less than or = 3</td>
<td>None</td>
<td>MATH 1210 or MATH 1310</td>
<td></td>
</tr>
<tr>
<td>BC less than or =3</td>
<td>None</td>
<td>MATH 1210 or MATH 1310</td>
<td></td>
</tr>
<tr>
<td>AB = 4 or 5</td>
<td>MATH 1310</td>
<td>MATH 1220 or MATH 1320</td>
<td></td>
</tr>
<tr>
<td>On BC Exam: an AB sub-score = 4 or 5</td>
<td>MATH 1310</td>
<td>MATH 1220 or MATH 1320</td>
<td></td>
</tr>
<tr>
<td>BC = 4 or 5</td>
<td>MATH 1310</td>
<td>MATH 2310 and/or MATH 3250</td>
<td></td>
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</tbody>
</table>